

## STATEMENT ON FACULTY TEACHING WORKLOADS

Department of Mathematics  
University of California, Riverside

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The following is adapted from a memorandum to the Faculty dated October 21, 1994, and written by Professor A. Stralka, who was the Department Chairman at the time. The policy statement itself is unaltered except for minor changes in punctuation, and the interpretations of the policy in the “Comments” have been amplified to address various points, some of which reflect changes in this campus since 1994. Here is the policy from the original memorandum:

1. The standard course load is 1.5 courses for each quarter in residence.
2. Faculty members are expected to teach 9 courses over each two year period.
3. It is assumed that each faculty member who is directing a doctoral student will be running an ongoing Math 260 seminar. These seminars will yield the thesis director a workload credit of  $\frac{1}{3}$  course per year for each Ph. D. student who has passed the oral qualifying examination for up to three years. If a student’s dissertation is being directed by a team then the workload credit will be apportioned.
4. An instructor receives teaching credit for courses with more than 80 students with a point value equal to  $(\text{enrollment} - 80)$ . Each 360 points is a teaching credit for one course.

*(See the reverse side for updated comments, including some important **new** information regarding requests for Tuesday-Thursday schedules.)*

**COMMENTS 0.** Since the Fall 1994 Quarter the total enrollments for mathematics courses on this campus have more than doubled but personnel and physical resources have not. Most of the modifications to the 1994 comments are intended to cope with this situation.

1. Accounts are kept by the Department's Personnel Assistant. Faculty members are expected to balance their accounts within one year. No trading, double counting, borrowing against the future, or other exceptional calculations are allowed.

2. It may not be possible for faculty members to determine which years will have lighter or decreased teaching loads.

3. Underenrolled courses will not receive teaching workload credit. The minimum registrations for teaching credit are 6 for undergraduate courses and 3 for graduate courses. Efforts will be made to warn instructors about classes that fall below these limits, but it the instructor has the primary responsibility for checking this out. The University Schedules of Classes, which are available on the World Wide Web, contain current enrollment figures.

4. There will be no place to hide and no place to be hidden. Every faculty member is expected to teach calculus classes, including first year calculus. Normally it is expected that faculty members will do the latter no less than once every two years.

5. Third week enrollments will be used to determine teaching credits as indicated above.

6. All of these rules must be followed in a manner consistent with University, Campus and Faculty regulations and the financial and human resources available to the Department.

7. Each quarter at least two courses in the basic graduate sequences (201, 205, 209, 210) will be offered on a Monday-Wednesday-Friday basis; however, the courses within a particular sequence may be offered Monday-Wednesday-Friday during one quarter of a given academic year and Tuesday-Thursday during another quarter of the same year. Three hours of graduate level courses on any given day seems like an appropriate upper limit for most graduate students, especially those who are also working half time as teaching assistants.

8. The constantly skyrocketing enrollments, coupled with a slightly decreasing overall availability of space, are causing increasingly serious problems for scheduling. Faculty members who have taught Tuesday-Thursday courses for several consecutive years will not receive such schedules in the future as routinely as they have until now. When it is necessary to move faculty members into Monday-Wednesday-Friday schedules, this will be done by means of a lottery with two modifying principles. First, those who have such assignments at the time despite their stated preferences will be excluded to the greatest extent possible. Second, the same will be done for faculty members who express a willingness to teach Tuesday-Thursday classes beginning before 8:30 in the morning or after 5:30 in the afternoon.

9. Regular faculty members shall not be assigned non-seminar classes between 4:00 P.M. and 5:30 P.M. Monday through Friday in order to allow full participation in faculty meetings and other important events normally held during those times (for example, colloquium talks that are part of faculty appointment interviews).

## **Further policies regarding teaching reductions**

( *December, 2002* )

The Department Chair has a teaching load of 1.5 courses per year. Normally the Chair teaches lecture-discussion sections of Mathematics 302 in the Fall and Winter Quarters that count for 0.5 courses each.

The Undergraduate Advisor has a teaching load of 2 courses per year in addition to administrative responsibilities throughout the entire calendar year.

The Graduate Advisor has a teaching load of 2 courses per year in addition to administrative responsibilities throughout the academic year.

New faculty members are released from teaching one course during their first two full years of service.

Teaching releases for personnel serving at higher levels of the University are decided on a case by case basis. In particular, service on CAP is reduced in accordance with campus rules and adjustments for service as a Dean or Associate Dean are negotiated between the Chair and the faculty member.

Teaching releases for other service related purposes may be granted by the Department Chair in unusual cases if they are judged to be in the best interests of the Department.

### **FOOTNOTE**

No faculty member has ever received teaching credit under the provisions of point 4 in the official policy.